



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 4.1.4	Subject: INDIGENT STATUS
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 2 and Attachment
Section 1: Reception and Orientation for Secure Facilities	Effective Date: Nov. 29, 1999
Signature: /s/ Bill Slaughter, Director	Revision Dates: 10/18/05; 01/18/06

I. POLICY

The Department of Corrections secure facilities will assist offenders who are unable to provide for their personal hygiene or legal materials.

II. APPLICABILITY

The adult secure care facilities that include the Montana State Prison, the Montana Women's Prison, and the private and regional facilities contracted to the Department of Corrections.

III. REFERENCES

- A. 4-4342; *ACA Standards for Adult Correctional Institutions, 4th Edition*
- B. *DOC Policies 4.4.1, Offender Hygiene; 5.4.1, Offender Correspondence*

IV. DEFINITIONS

Indigent – The status applied to an offender whose previous month's financial activity and current financial status indicate that he or she has insufficient funds to purchase hygiene or legal supplies from the facility canteen.

V. DEPARTMENT DIRECTIVES

A. Method of Applying for Indigent Status

1. To request an indigent package, the offender must:
 - a. use the Offender Request to Facility Resident Account Representative - Indigent Request Form to request an indigent package (see Attachment);
 - b. submit the request to the facility resident account representative, or designee, by the second day of the month; and
 - c. apply only once per calendar month.
2. The accounting department will verify the offender's financial status, and:
 - a. approve the offender's request for an indigent package; or
 - b. deny the offender's request if:
 - 1) the offender has received or spent \$10 or more in the previous month;
 - 2) the offender has \$10 or more on his or her account at the end of the previous month; or
 - 3) the offender has \$10 or more on his or her account at the time of verification.

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3. Upon being approved for indigent status, an offender will receive an indigent package.
4. To continue to receive assistance, the indigent offender must reapply each month.

B. Processing the Request

1. The facility resident account representative must ensure that all offender requests for indigent status are expediently forwarded to the accounting department for verification of offender account activity.
2. The accounting department supervisor, or designee, will review the requests for approval or denial.
3. A list with offender name and number will be provided to the “Inmate Accounts” and to the housing unit staff each month of all offenders on indigent status.
4. The housing unit staff, or designees, will distribute the indigent packages. Package contents may vary depending on security custody levels and each facility’s requirements.

C. Reception Offenders

1. Reception personnel will provide indigent reception offenders with basic hygiene materials appropriate to their gender.
2. Upon leaving the reception unit, offenders may apply for indigent status according to the procedures outlined in Section A of this policy.

VI. CLOSING:

Questions concerning this policy should be directed to the facility administrator.

VII. ATTACHMENT

Indigent Request Form

Offender Request to Facility Resident Account Representative

INDIGENT REQUEST FORM

Name _____ AO# _____

Housing Unit _____ **Month/Year** _____

The request for indigent status is based on the previous month's account activity.

The rules for granting indigent status according to *DOC Policy 4.1.4* are:

1. The offender has received or spent less than \$10 in the previous month.
2. The offender has less than \$10 in his or her account at the previous month's end.
3. The offender has less than \$10 on his or her account at the time of verification.
4. The request form must be filled out completely and clearly written.
5. The facility resident account representative must receive the request no later than the second business day of each month.

Indigent packages will contain basic personal hygiene items and writing materials. Housing unit staff, or designees, will distribute indigent packages.

Requests for indigent status must be resubmitted for each month.

Offender Signature _____ **Date** _____

Staff use only

Approved _____

Denied _____

Reason for denial _____

Staff member _____ Date _____